Recruiters
User manual

Created By: Adam Elphick
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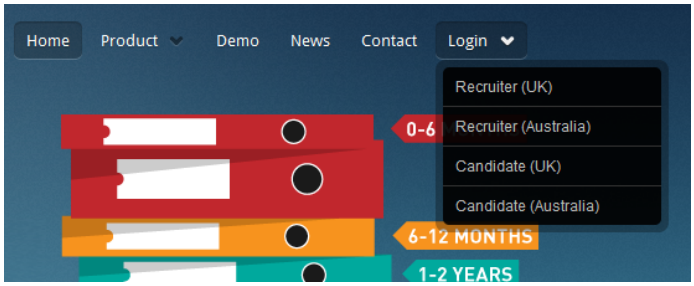
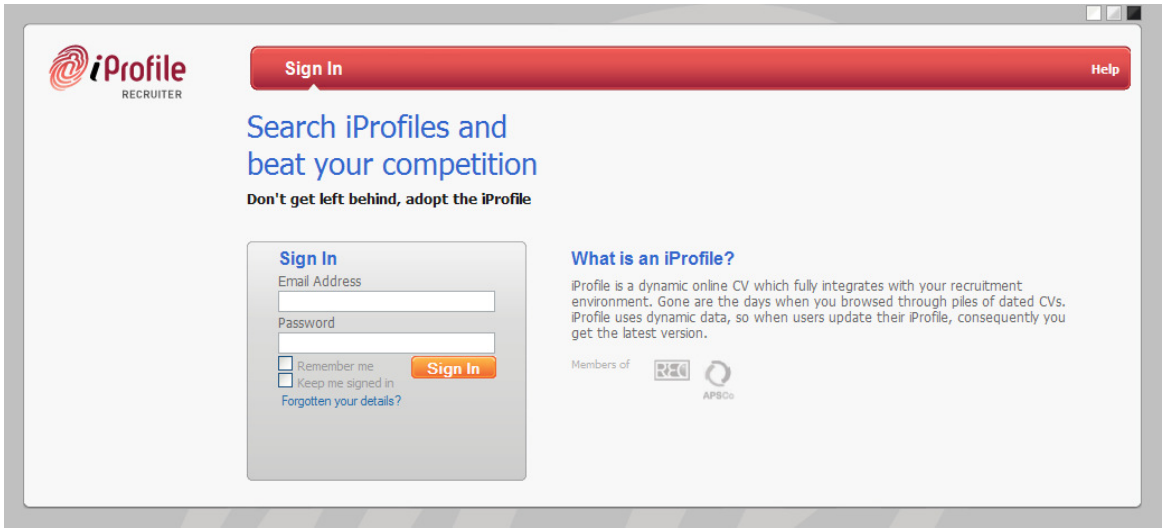
iProfile Recruiter Account

These notes are intended as a quick start guide to using the iProfile Recruiter Account system. Should you require further training this can be supplied either online via an internet browser or by arranging a site visit. Please do not hesitate to contact your iProfile Account Manager if you require this or any other assistance.

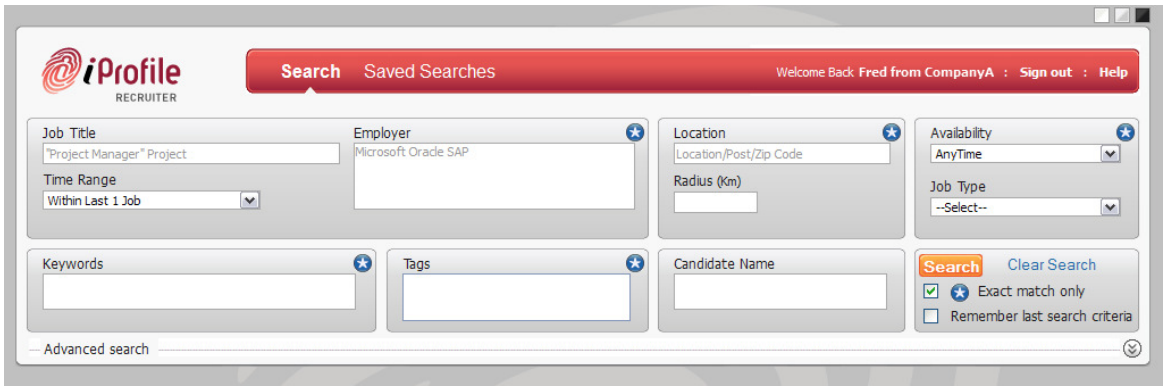
Browse to www.iprofile.org and hover over the Login option. Next select the appropriate 'Recruiter' login for your region from the drop down menu as below:



You will then be taken to the appropriate area where you can Log in to your Recruiter Account session.


iProfile
RECRUITER
Sign In
Help
Search iProfiles and
beat your competition
Don't get left behind, adopt the iProfile
Sign In
Email Address
Password
Remember me
Keep me signed in
Sign In
Forgotten your details?
What is an iProfile?
iProfile is a dynamic online CV which fully integrates with your recruitment environment. Gone are the days when you browsed through piles of dated CVs. iProfile uses dynamic data, so when users update their iProfile, consequently you get the latest version.
Members of

You will be taken to the Recruiter Account search screen. If enabled you may click on the lower Advanced Search option icon ⊛ to reveal these extra criteria or the ⊛ icon to hide them.



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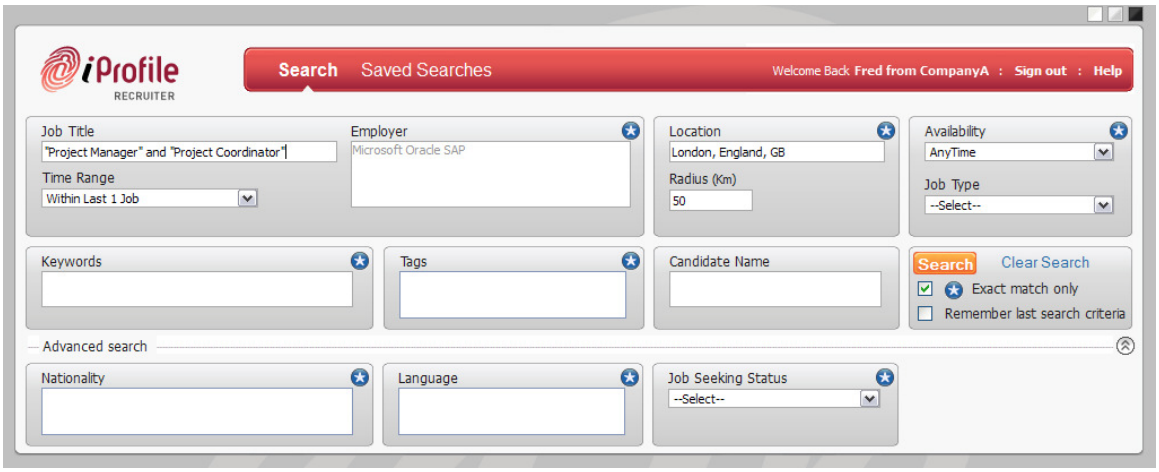
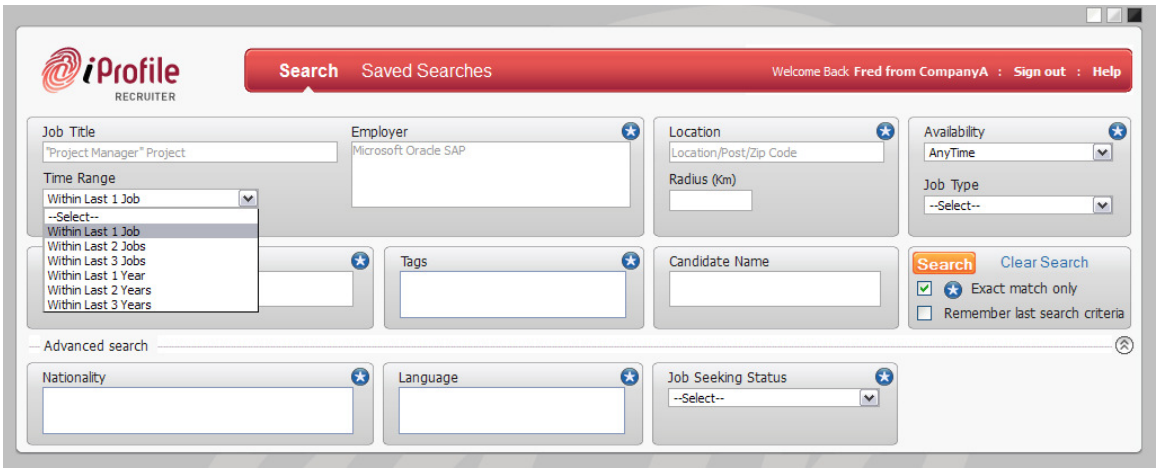
Searching

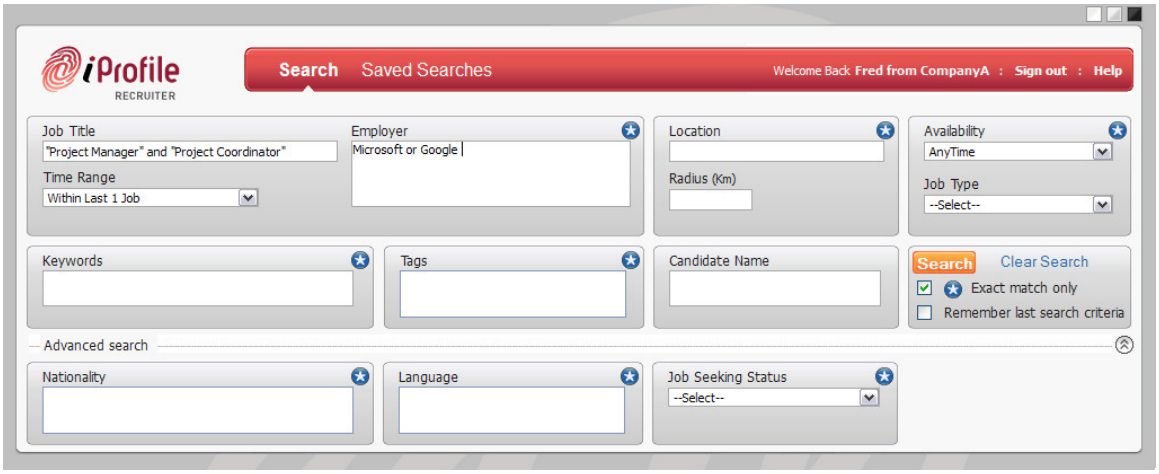
The Job Title allows you to search for previous roles a candidate may have held.



Select how far back in a candidate's career history you wish to search for the role(s) held.



If you have preferred previous employers type these in to the Employer box.



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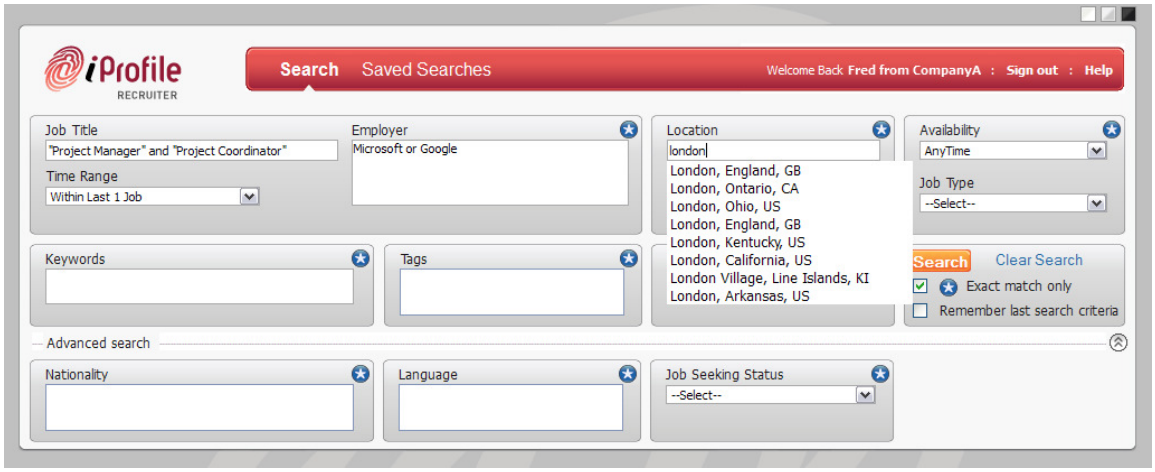
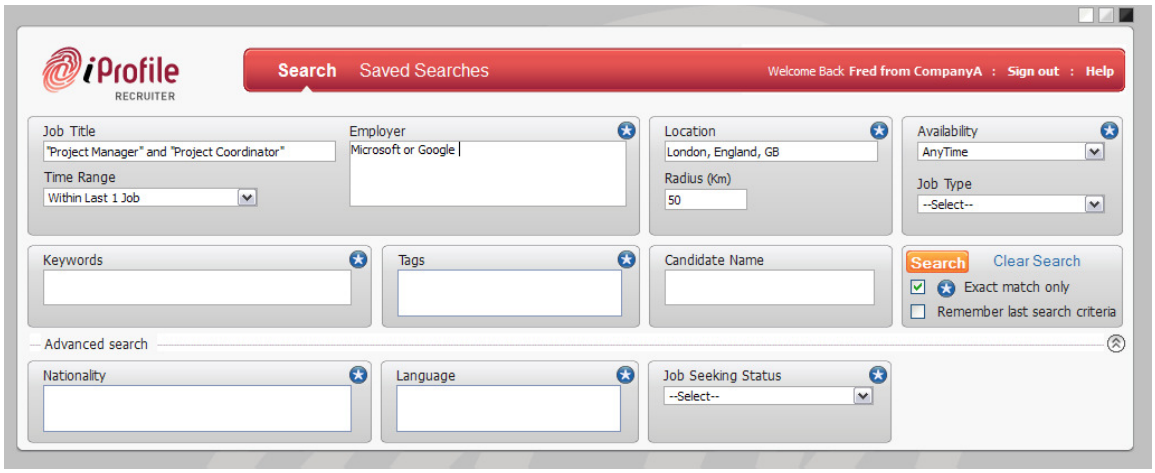
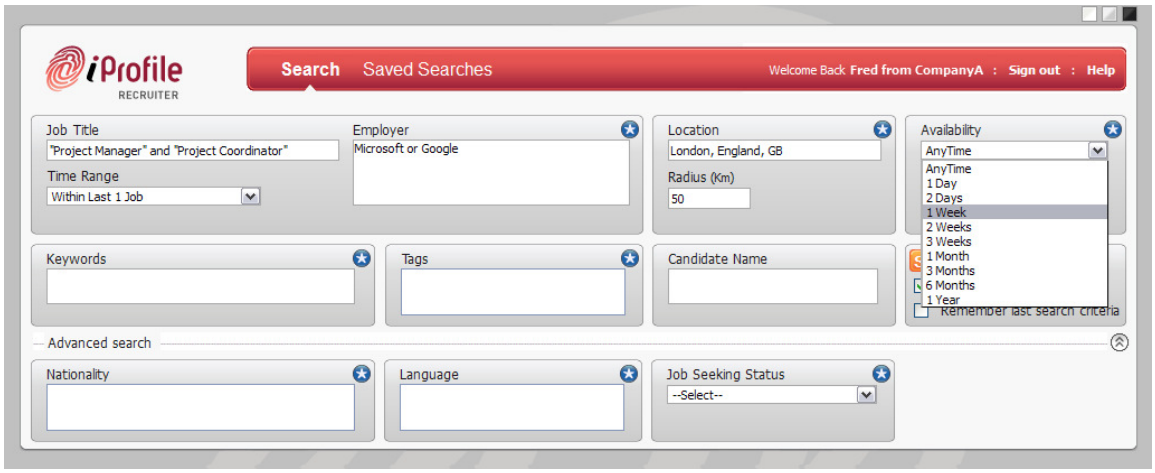
To search for a candidate in a particular location start to type the city / country / continent in to the Location box. The system with automatically compile a matching list as you type. Click on the list entry that matches your required location.



Type in the radius surrounding your desired location you wish to search within.



You may also select availability around your search date. For example if you select '1 week' the system will search for candidates who indicate they are available for work 1 week either side of the search date.



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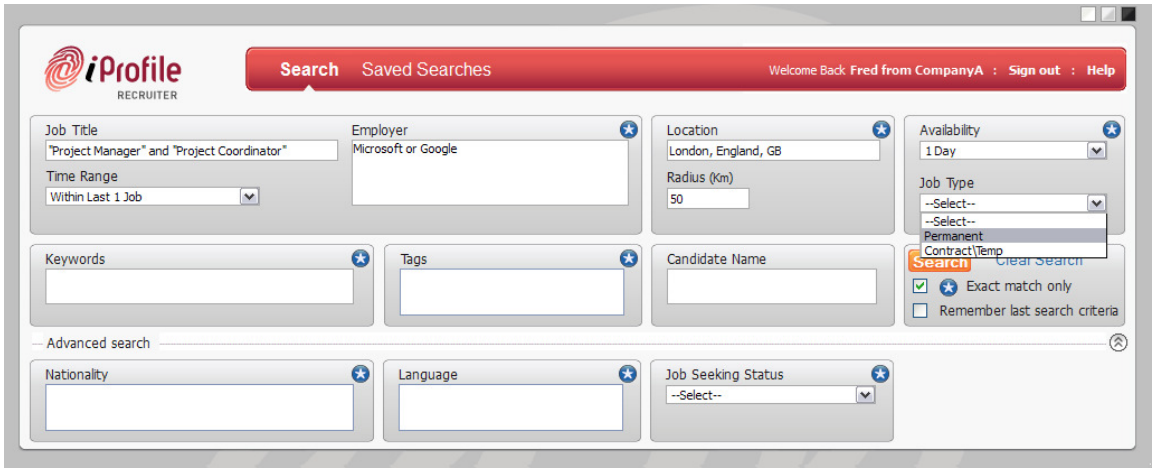
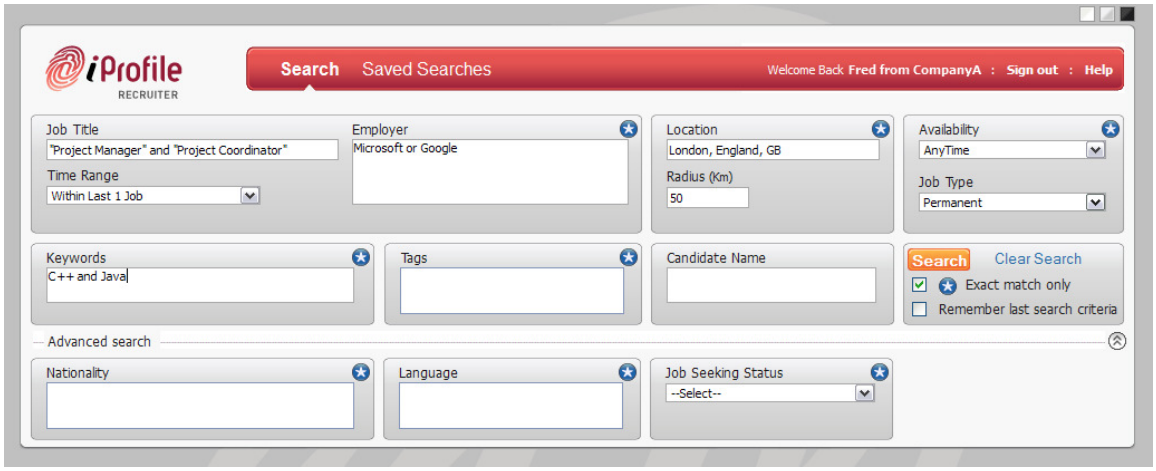
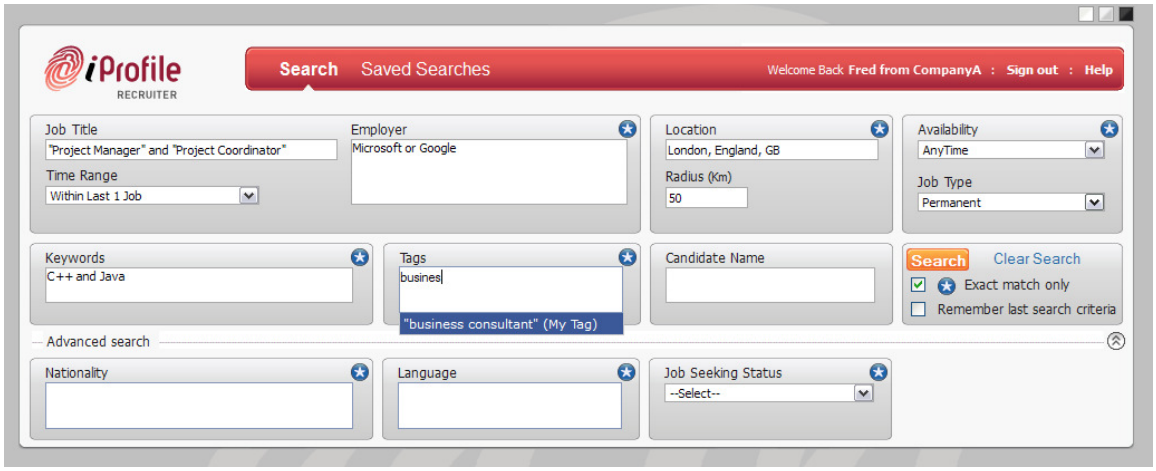
To select the type of job a candidate is interested in you may choose from the Job Type drop down.



You may further refine your search by adding extra criteria in to the Keywords box. These criteria will be searched within the unstructured text of the latest CV.



If you have previously set up Tags (see Tags section for more information) you can begin to type a tag name in to the Tags box. The system will automatically recognise it if it exists. You click on the correct tag name to add it to the tags box.



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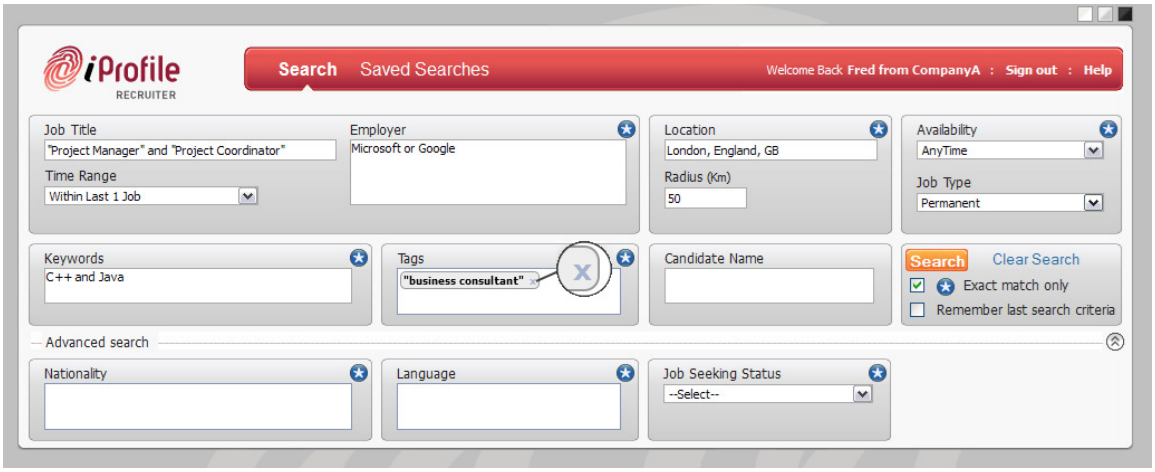
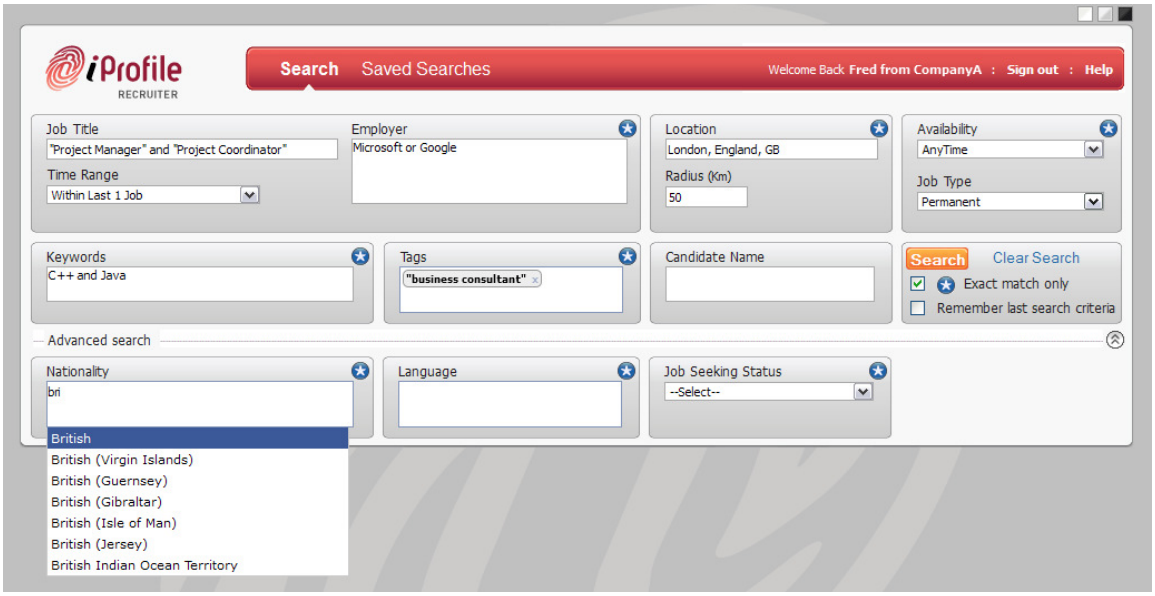
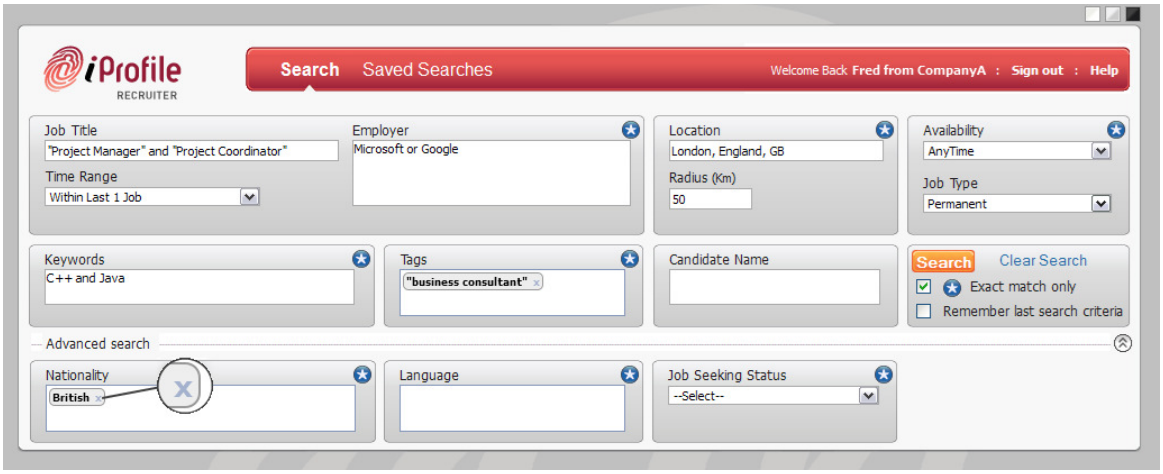
You can remove a tag by clicking on the 'x'.



Within the Advanced Search area (if you have this enabled) you can search for particular nationalities. The system will automatically recognise nationalities as you type. Click on the required nationality in the list.



You can remove a nationality by clicking on the 'x'.



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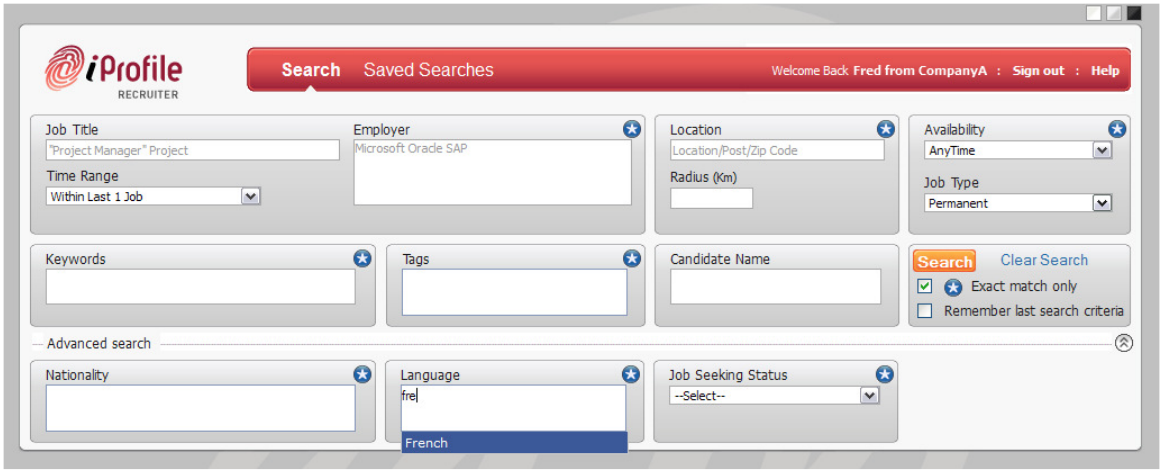
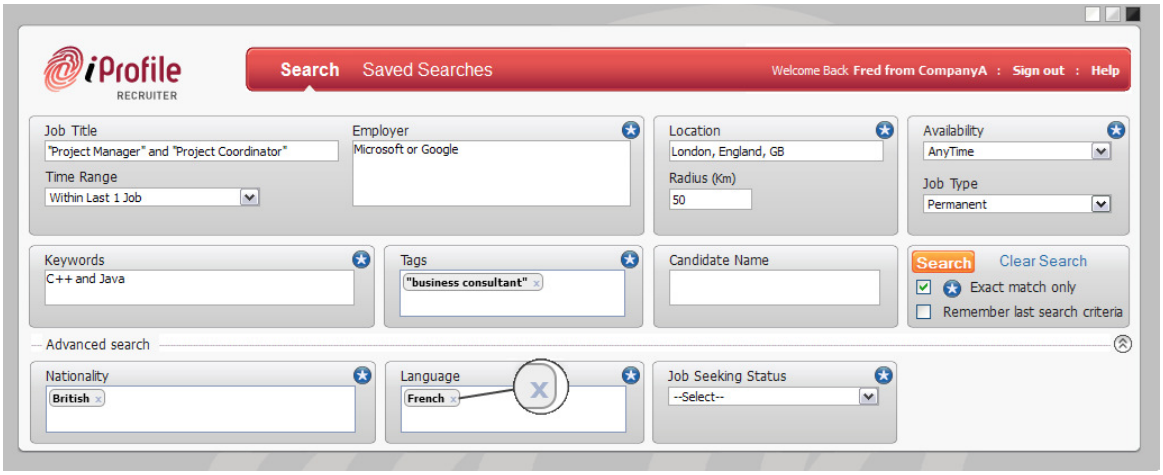
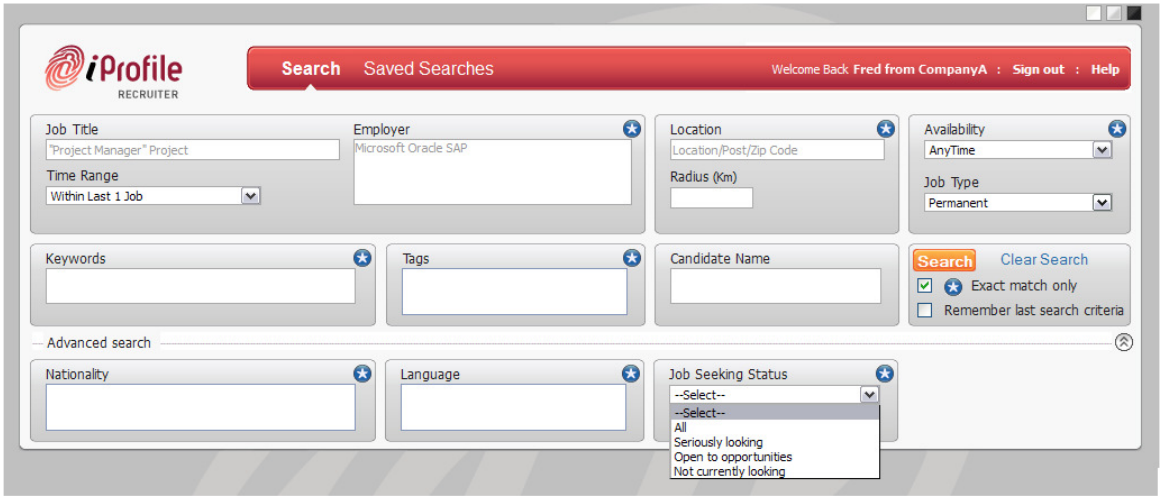
To select required languages begin typing in the Language box. The system will automatically recognise languages as you type. Click on the required language.



You can remove a language by clicking on the 'x'.



The Job Seeking Status of a candidate can also be selected from the drop down list.



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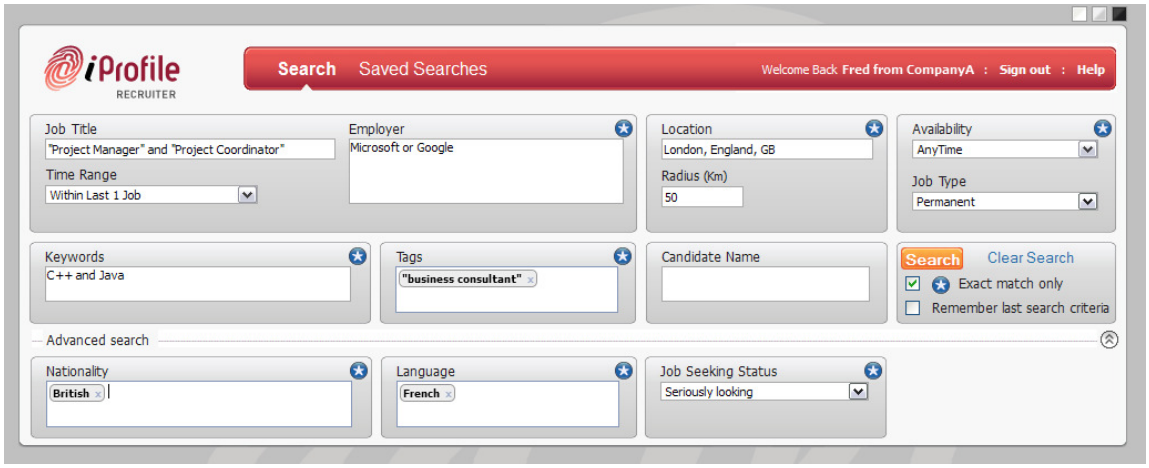
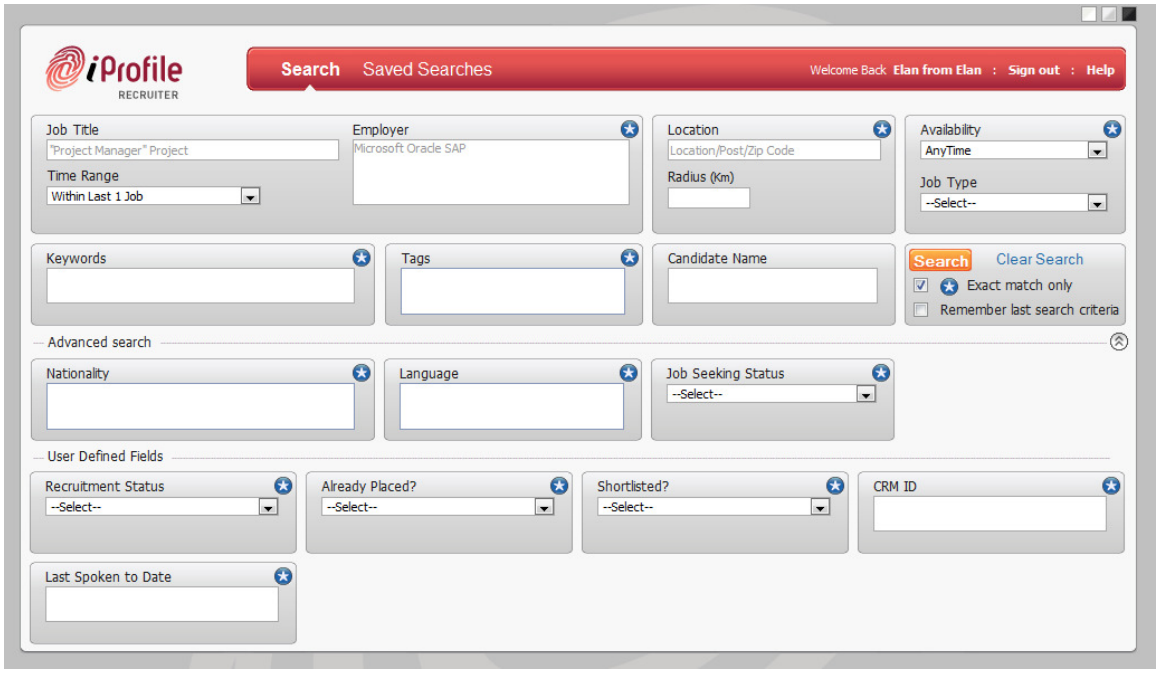
Click on the Search button to perform the search.

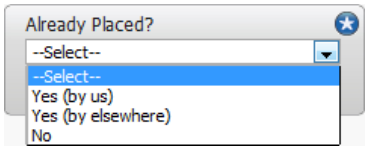


User definable Fields
If you have User definable Fields (UDFs) enabled, you will see them when you have Advanced Search Visible as below:



The UDFs can be titled to match your existing CRM (you may have between 1 and 10 UDFs defined) and kept in sync via the 'iProfile API' (a link between our system and your CRM). If this is set up your UDFs will be pre-populated. If not then you can edit the values manually using the editable iProfile.

The UDF values may be set as pre-defined lists rather than free-text. You will see this as a drop down box rather than a text box as here:



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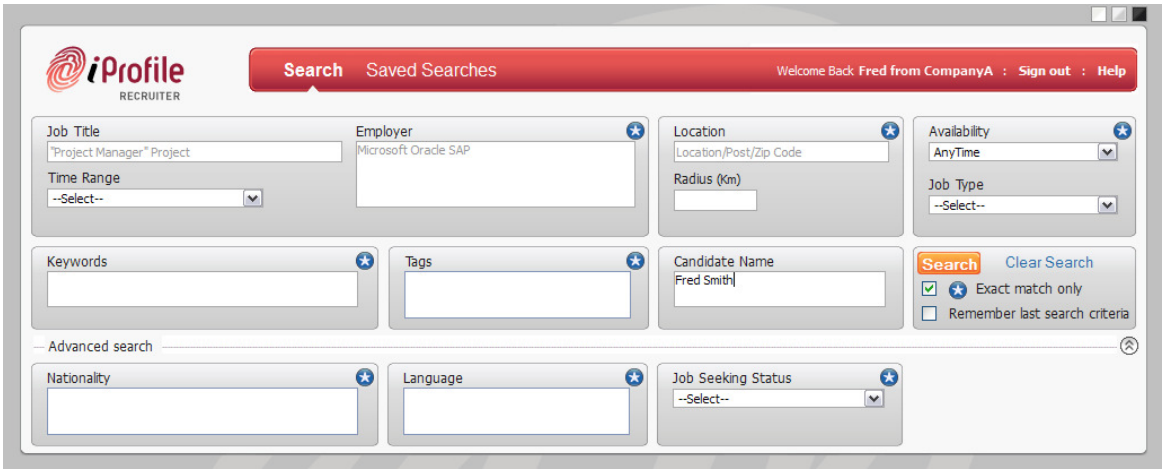
Candidate Quick Search

If you wish to find a particular candidate quickly you can also search for them directly by their name. Use the Candidate Name box for this and press the Search button to show the candidate record.



Exact Match Only

If you wish to remove the 'exact match' nature of any of the search boxes simply click the ✪ and it will change to ✪. Criteria from that search box will then become a preference but not a requirement.

You may also remove the 'exact match' nature form all search boxes by unticking the ☑ ✪ Exact match only box.

Remember Last Search Criteria

If you wish to save your most recent search for the next time you log in tick the ☑ Remember last search criteria

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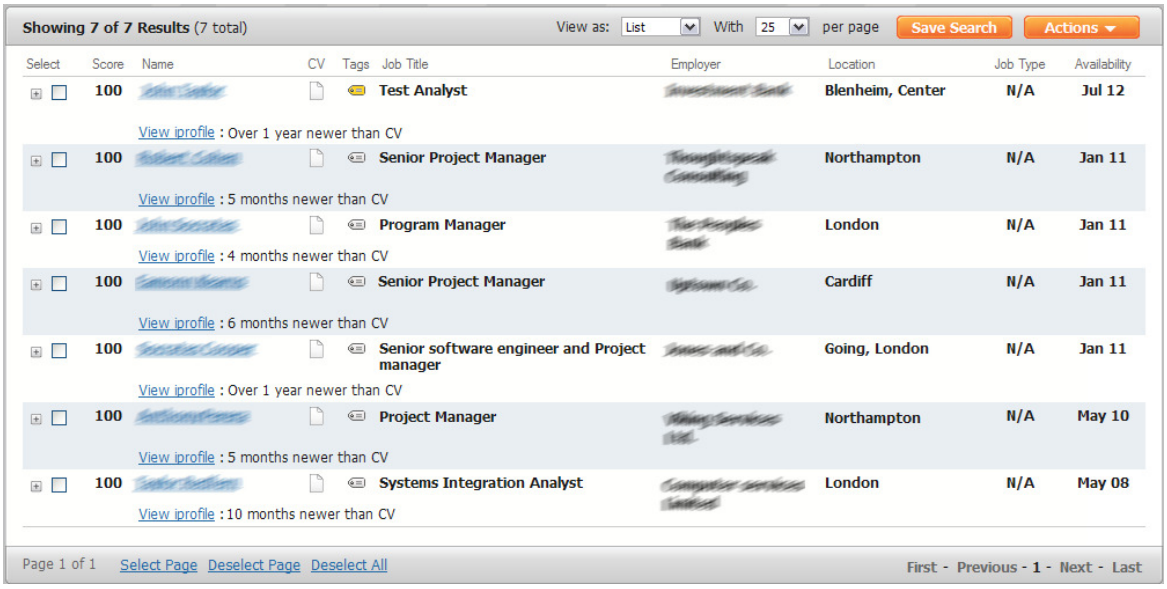
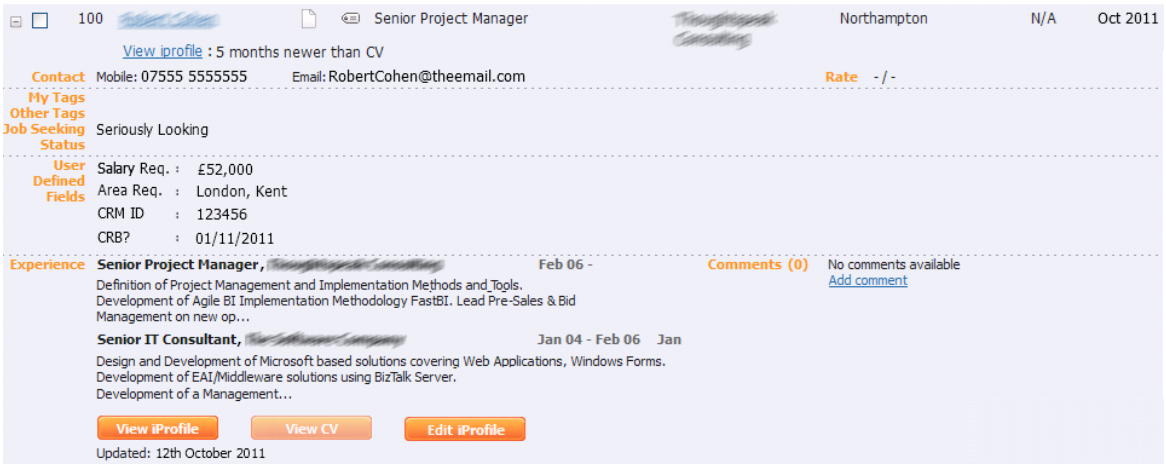
Search Results

When you have performed a search the results are shown below the input boxes.


Showing 7 of 7 Results (7 total)
View as: List With 25 per page
Save Search
Actions
Select Score Name CV Tags Job Title Employer Location Job Type Availability
100 Test Analyst Blenheim, Center N/A Jul 12
View iprofile : Over 1 year newer than CV
100 Senior Project Manager Northampton N/A Jan 11
View iprofile : 5 months newer than CV
100 Program Manager London N/A Jan 11
View iprofile : 4 months newer than CV
100 Senior Project Manager Cardiff N/A Jan 11
View iprofile : 6 months newer than CV
100 Senior software engineer and Project manager Going, London N/A Jan 11
View iprofile : Over 1 year newer than CV
100 Project Manager Northampton N/A May 10
View iprofile : 5 months newer than CV
100 Systems Integration Analyst London N/A May 08
View iprofile : 10 months newer than CV
Page 1 of 1
Select Page
Deselect Page
Deselect All
First - Previous - 1 - Next - Last

The results will be displayed with the most appropriate candidate at the top. To view more information you may click on the ⊞ icon next to the required candidate.


100 Senior Project Manager Northampton N/A Oct 2011
View iprofile : 5 months newer than CV
Contact Mobile: 07555 5555555 Email: RobertCohen@theemail.com
Rate -/-
My Tags
Other Tags
Job Seeking Status
Seriously Looking
User Defined Fields
Salary Req. : £52,000
Area Req. : London, Kent
CRM ID : 123456
CRB? : 01/11/2011
Experience
Senior Project Manager, Feb 06 -
Definition of Project Management and Implementation Methods and Tools.
Development of Agile BI Implementation Methodology FastBI. Lead Pre-Sales & Bid Management on new op...
Comments (0)
No comments available
Add comment
Senior IT Consultant, Jan 04 - Feb 06 Jan
Design and Development of Microsoft based solutions covering Web Applications, Windows Forms.
Development of EAI/Middleware solutions using BizTalk Server.
Development of a Management...
View iProfile
View CV
Edit iProfile
Updated: 12th October 2011

You may also view the full iProfile by clicking on the View iProfile button or the CV held by your agency by clicking on the View CV button. You may also (if enabled) use the Edit iProfile button to correct errors on an iProfile.

If you view the iProfile any words which match your search criteria will be highlighted in yellow. (Please be aware however that if the matched search criteria are on a newer CV held within the iProfile network which you do not have direct access to, the system will not show this as highlighted text. Rest assured however that the data is in the newest CV – when speaking to the candidate you should request this is sent to your iProfile inbox and you will then have full access to it).

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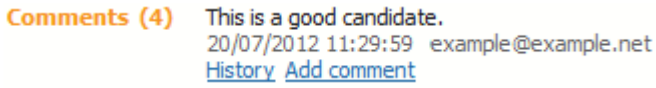
Comments
You may also leave comments on a candidates iProfile search record. These notes are only visible to Recruiters within your organization.

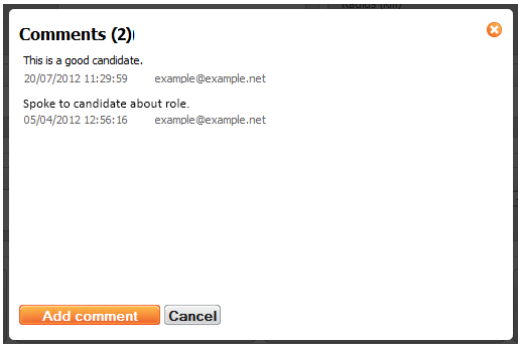
To add a comment click Add comment on the right side of the candidate preview. This will open the comments box as below:

Type your comment in the box and click the Save button to return to the search list.

Comments will be shown as below in the candidate preview:



Clicking the History link will show the full range of comments:



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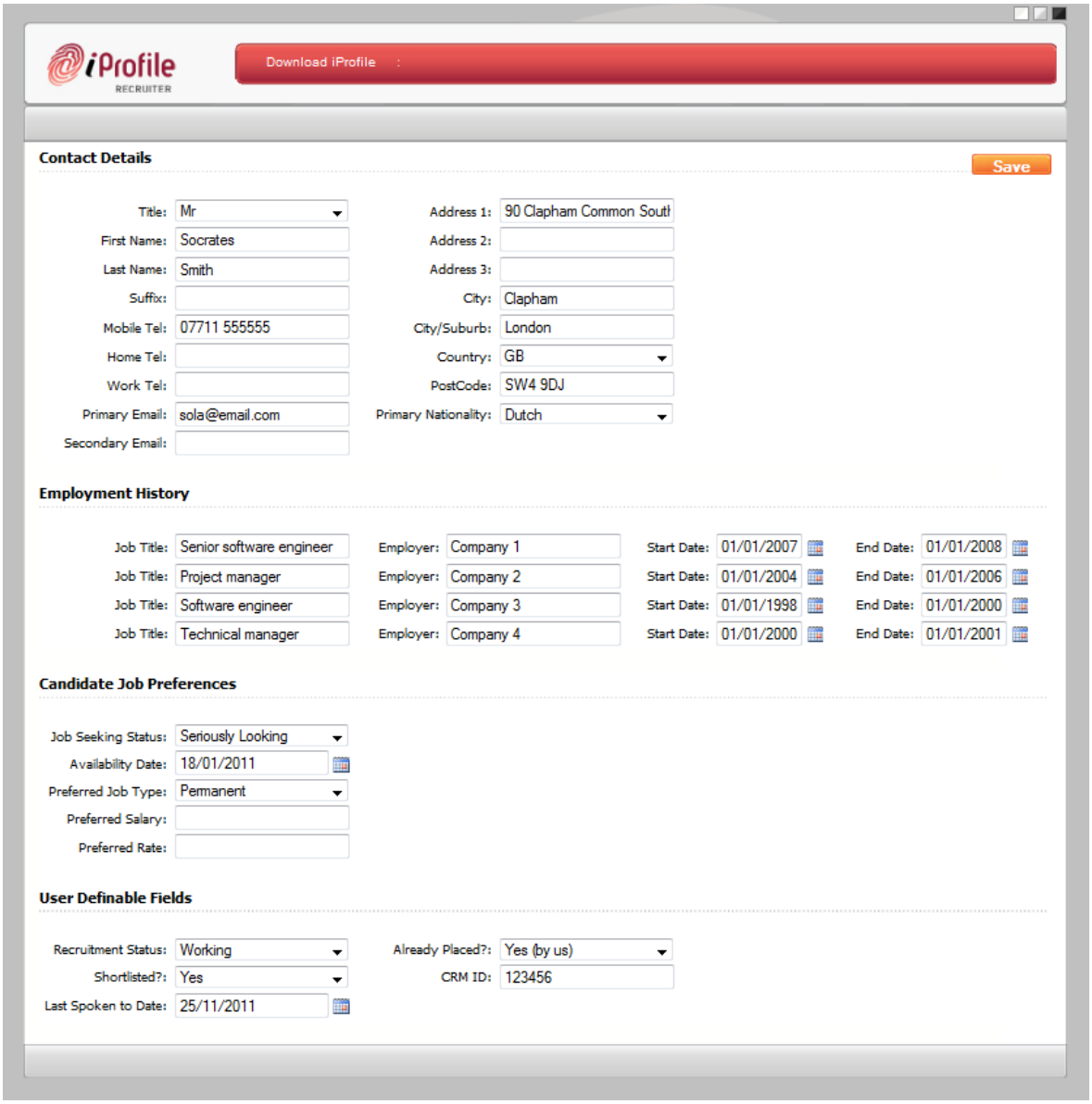
Edit iProfile

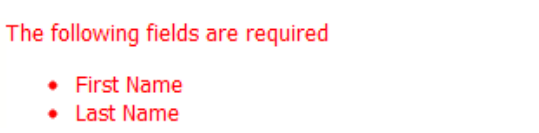
If you click on the Edit iProfile button you will be presented the editable version as below (data will be pre-populated from the users iProfile):



If you attempt to remove a piece of required information without replacing it with a newer more relavent piece you will be informed immediately. If you ignore this notice you will also be informed of missing data (and which data field is in question) when you try to save the edited record.

Example of immediate notification:

Example of notification on pressing Save



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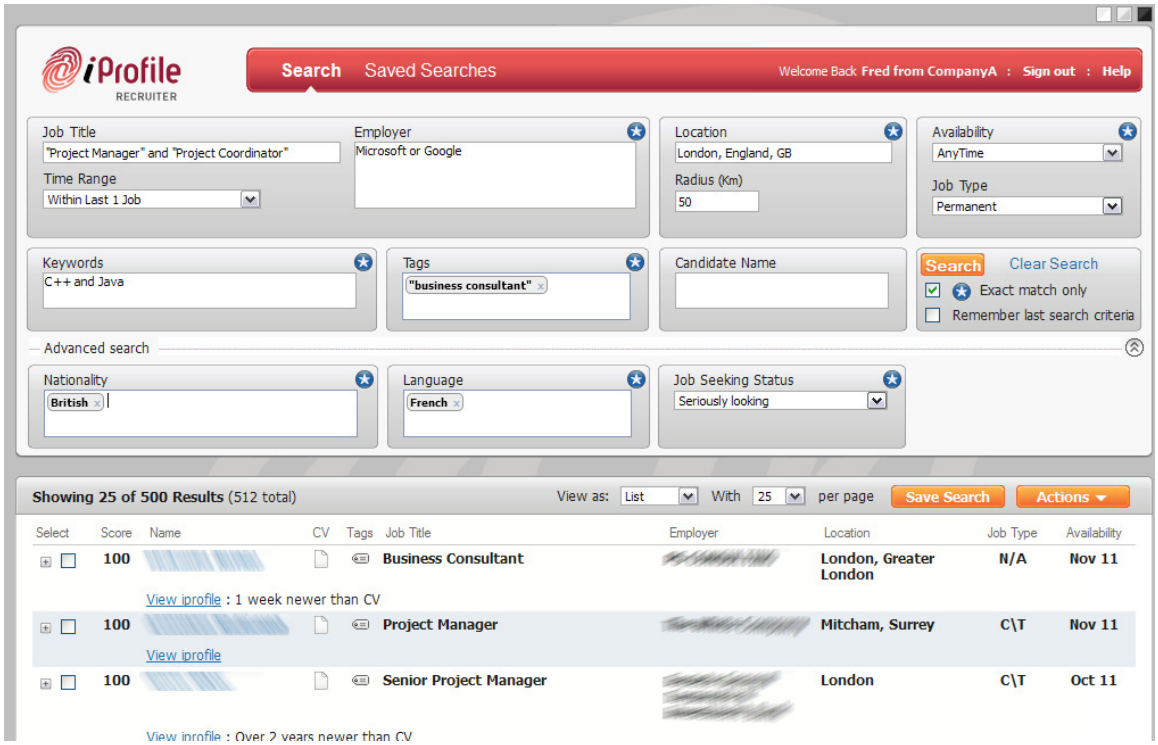
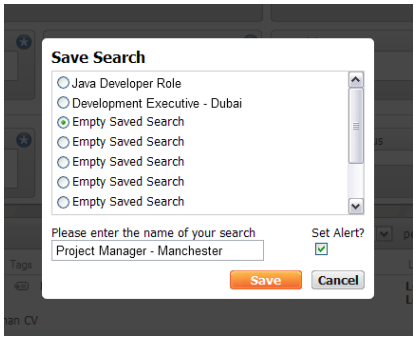
Saved Searches

If you wish to save a search for later use you can click on the Save Search button.



In the pop up box select the position you wish to save the search against and name it. If you wish to receive an alert for the automatic search results tick the box. Click on the Save button to continue.



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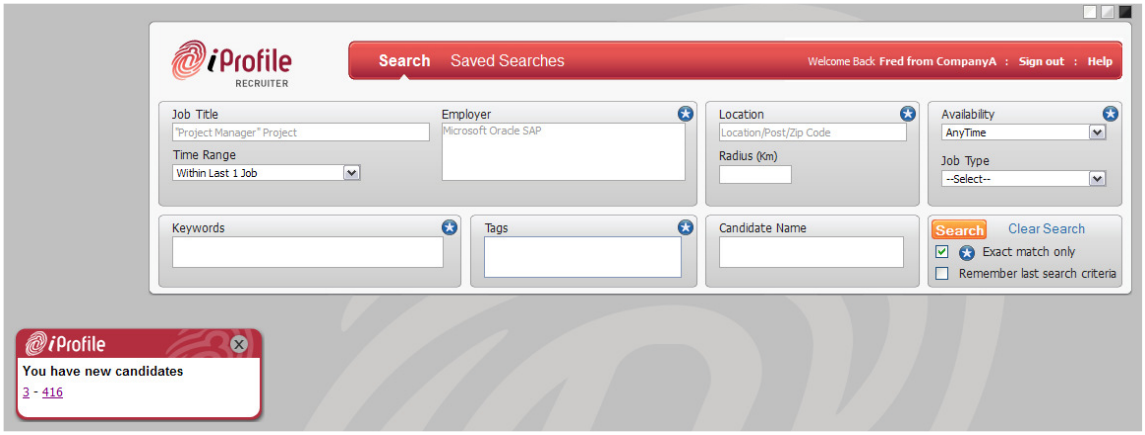
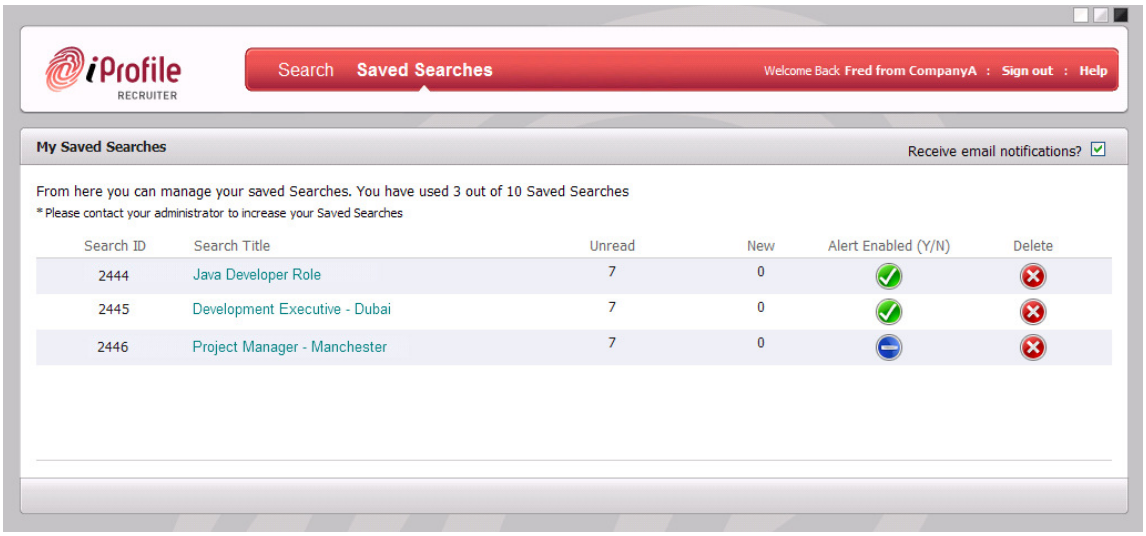
If new or updated CVs arrive in your iProfile Exchange pool that match your search criteria you will be informed of them via a pop up in the lower left of the screen.



If you click on the pop up notification you will be taken to the Saved Searches screen where you will be shown all of your searches, along with information regarding unread and newly updated/created matching candidates. You may also select to enable or disable alerts. You may also delete a saved search from here.

You may also choose to have a daily alert email itemising your latest alert results by ticking the Receive email notifications option.



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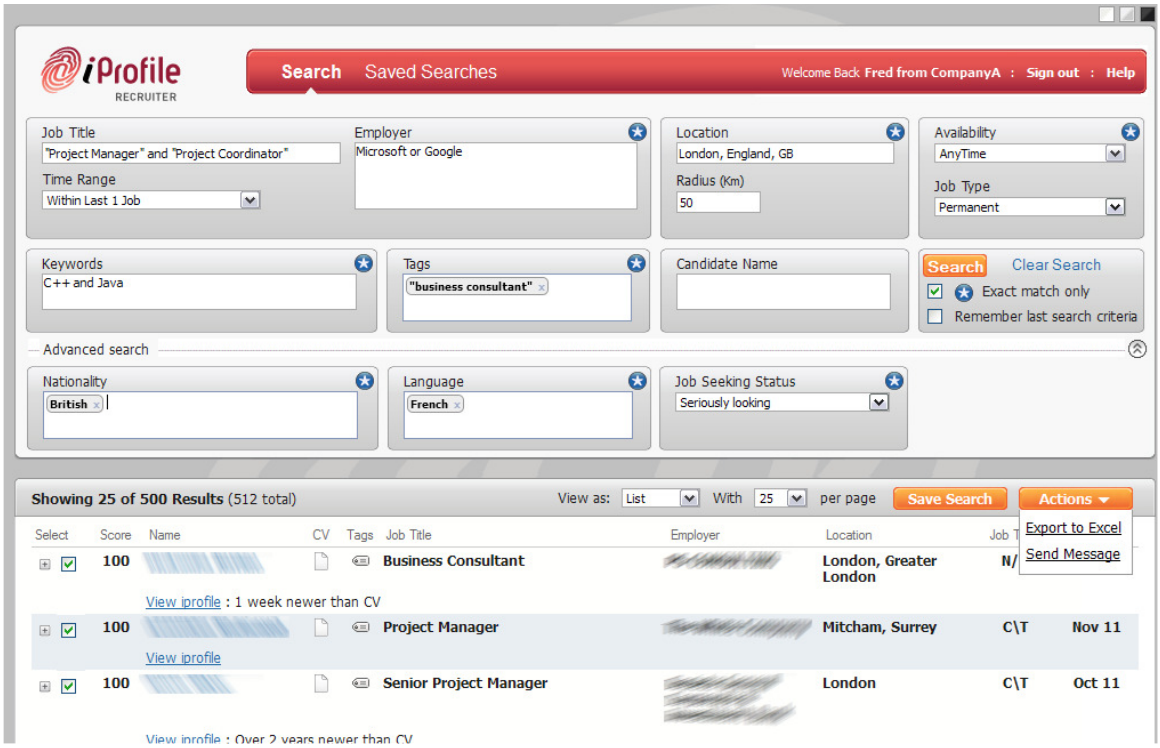
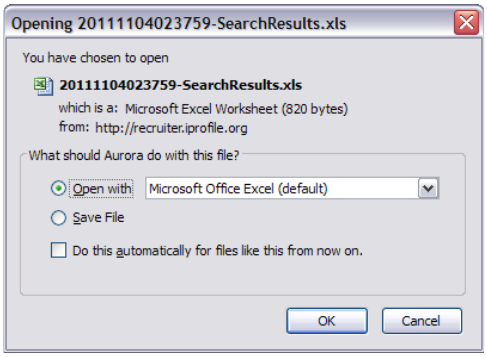
Export to Excel

If enabled you may export selected results of a search to an excel spreadsheet. Firstly tick the Select boxes of the candidates you wish to export. Click on the Actions button and select the Export to Excel link.



A pop up box will appear allowing you to either open the spreadsheet or save it (Windows pop up shown here).



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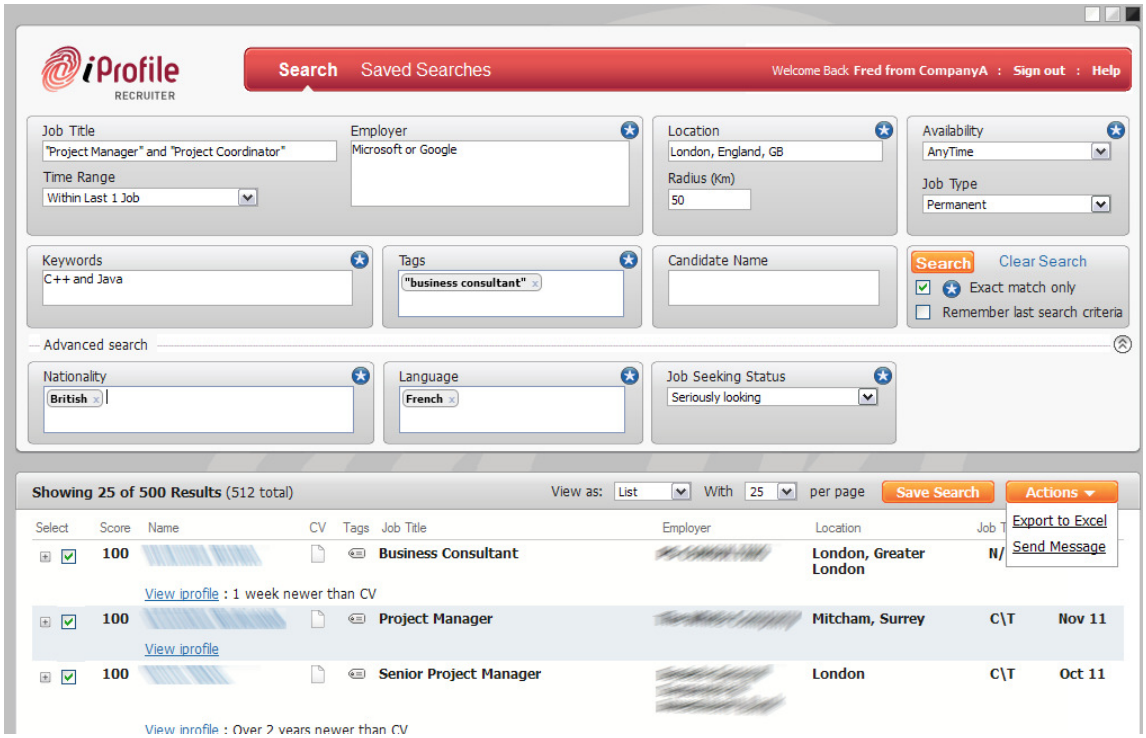
Message Centre

If enabled you may also send emails directly to suitable candidates from the search screen. You need to select the candidates you wish to email (either by individually clicking the boxes next to their names or by using the multiple select options at the bottom of the search results), and then click on the orange Actions button, then select the Send Message link.

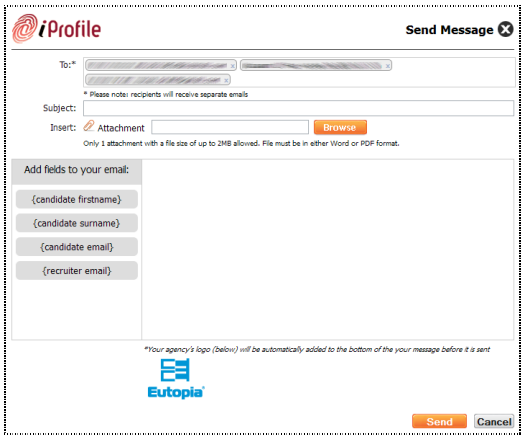


You will be shown the Send Message pop up with the selected individuals emails already in the To field. Enter a subject line for the email, and attach any files you wish to send through.

You also have access to some mail merge fields like 'firstname', 'surname' etc. Drag these in to the message body where you require them to auto fill this information when it is sent.

Your logo is displayed at the bottom of the Send Message box (please contact your iProfile Account Manager if this logo needs to be updated) and will be included in the message branding when sent.

Click the orange send button to send the message via email to the selected candidates. It will appear to have come from you. If the candidate replies the email will be sent to you inbox.


iProfile
Send Message
To:*
* Please note: recipients will receive separate emails
Subject:
Insert:
Attachment
Browse
Only 1 attachment with a file size of up to 2MB allowed. File must be in either Word or PDF format.
Add fields to your email:
{candidate firstname}
{candidate surname}
{candidate email}
{recruiter email}
*Your agency's logo (below) will be automatically added to the bottom of the your message before it is sent
Eutopia
Send
Cancel

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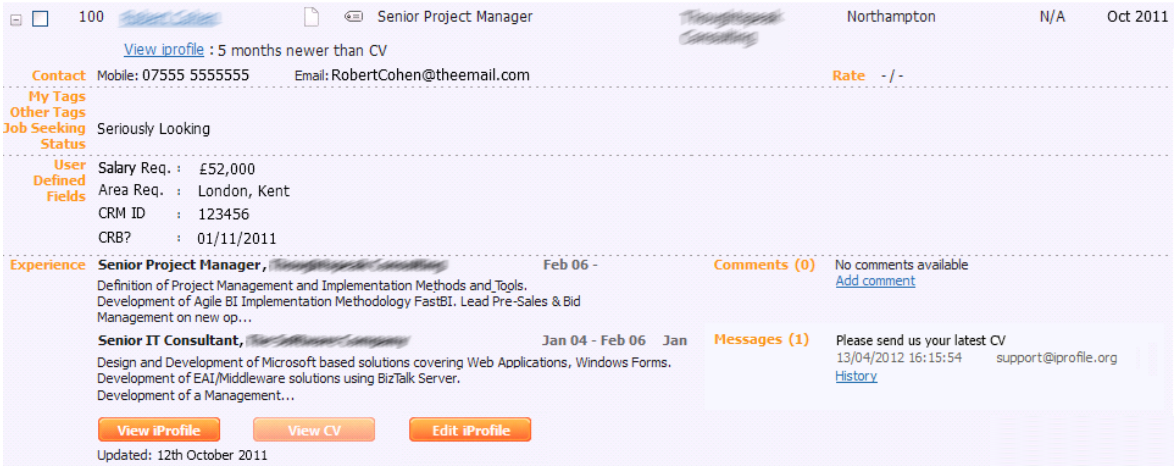
Message Log

When you send a message to a candidate it will be logged on their iProfile record in the **Messages** section. This record is visible when you view a candidate on a search result.



Clicking on the History link will show you a pop up box with a log of all messages sent to that candidate.

Messages (1)
Please send us your latest CV
Dear John please can you send us your latest CV as we think you fit one of our vacancies.
13/04/2012 16:15:54 support@iprofile.org
Close

Clicking the Close button will take you back to the search screen results.

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